

## COMPENSATION TECHNICIAN I

### NATURE OF WORK

This is specialized, paraprofessional work involving the performance of personnel functions in the Classification and Compensation Division of the City-County Personnel Department.

Work involves responsibility for the performance of a variety of personnel activities related to classification, compensation and labor relations. Work also involves conducting position audits and classification studies, compiling and analyzing salary information and survey data, as well as special research and report compilation. Work requires initiative and independent judgment with decisions made in accordance with established policies and procedures. Supervision is received from the Division Manager with work being reviewed in the form of reports and accuracy of results achieved.

### EXAMPLES OF WORK PERFORMED

Conducts job audits and classification studies; prepares class specifications or revises existing specifications in the maintenance of the classification plan; performs other research studies involved in the administration of the classification plan.

Participates in the development and practical application of the City and County compensation systems; conducts local and regional salary and benefit surveys; reports data concerning salary and benefit differences based on analysis of salary data; completes salary and benefit surveys received from private industry and other public jurisdictions; performs other research studies involved in the administration of the pay plans.

Explains labor contracts, personnel rules, regulations and procedures to department heads, supervisors and employees.

Maintains programs on microcomputer utilizing spreadsheets and databases.

Assists in the preparation of labor contracts including drafting and checking proposals, and reviewing finalized contract to ensure proposal language has been incorporated.

Performs related work as required.

### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the principles and practices of public personnel administration, particularly as they relate to position classification and salary administration.

Knowledge of governmental organization and of the type and content of a wide variety of positions found in public organizations.

Knowledge of basic statistical concepts and methods.

Knowledge of current trends, developments and modern techniques in the fields of classification and compensation.

Ability to apply personnel principles, practices and techniques to a wide variety of routine and moderately complex problems and assignments.

Ability to explain labor contracts, personnel codes, rules, policies and procedures.

Ability to perform routine mathematical computations.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with City and County officials, employees, co-workers and the general public.

Ability to secure, through conferences and interviews, complete and accurate information.

Skill in the use of a microcomputer including spreadsheet and database programs.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in public or business administration, personnel management or related field and some experience in the area of classification and compensation.

#### MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent supplemented by college-level course work in public or business administration, personnel management, or related field and some experience in personnel work; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: \_\_\_\_\_  
Personnel Director

Revised & Title Change 5/98  
Class Code Change 8/99

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